

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P.O. Box 942850  
Sacramento, CA 94250-5878

DATE: January 8, 2003

PAYROLL LETTER # 03-002  
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief  
Personnel/Payroll Services Division

RE: **PERSONNEL/PAYROLL SERVICES SPECIALIST/SUPERVISORY CLASSIFICATION  
RECRUITMENT AND RETENTION ANNUAL PAYMENT**

DPA Pay Letter #01-23 established Pay Differential 240, Annual Recruitment and Retention (R & R) Pay Differential, Personnel Specialist/Supervisory and Payroll Specialist/Supervisory Series. This Payroll Letter provides information for the annual R & R payments.

The Controller's Office will provide employee listings and employment (EH) and payroll history summaries to assist agencies in processing the requests. It will be the agencies' responsibility to determine an employee's eligibility and request the pay.

The listings identify employees potentially eligible for the R & R pay.

1. One listing will be formatted for agencies to request the R & R pay via PIP.
2. The other listing will be formatted to request overtime pay adjustments. This listing will need to be returned to the Controller's Office for processing.

Overtime pay adjustments for the R & R payments will not require adjustment payments to be issued for each overtime pay period. Instead, agencies will compute the overtime adjustment amount for the entire 12-month period and one adjustment payment will be issued. The listing provided should be used for the initial adjustment. For future adjustments, a cover Form STD. 674 and an agency prepared listing must be submitted to request overtime adjustments.

In addition to the listings, EH summaries and payroll history summaries for the January 2002 through December 2002 pay periods will be provided. To insure that the two summaries are up to date, please process any outstanding EH and payroll actions, including December 2002 overtime, no later than January 9, 2003.

The above outputs will be routed to the agency personnel offices beginning January 13, 2003. A cover memo explaining how to complete the listings, determine eligibility and compute the overtime adjustments will accompany the outputs.

If you have any questions regarding the above, please contact Rhonda Riley at (916) 322-8127, or email [riley@sco.ca.gov](mailto:riley@sco.ca.gov). For questions regarding the R & R program, contact Camille Goodwin-Boyd at DPA, (916) 324-3860, email address [CamilleGoodwin-Boyd@dpa.ca.gov](mailto:CamilleGoodwin-Boyd@dpa.ca.gov).

RZ:RLR:PMAB